



Entering Privately Purchased Vaccine into Providers Inventory in the North Dakota Immunization Information System (NDIIS)

1. Log onto NDIIS by going to www.thor.org/login

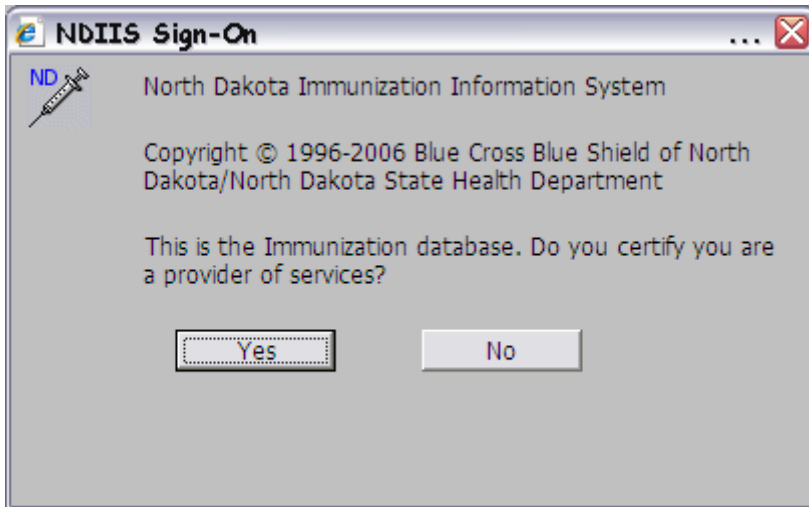
A screenshot of a Windows Internet Explorer browser window displaying the THOR login page. The address bar shows the URL "https://www.thor.org/ICLogin/?https://www.thor.org/login/". The page has a dark blue header with the text "THE HEALTHCARE ONLINE RESOURCE" and a cartoon character of a beaver wearing a hard hat. Below the header, there is a login form with fields for "User Code:" and "Password:", followed by "Login" and "Reset" buttons. To the left of the form is a small image of a person. Below the form, it says "Please log In". Further down, contact information for THOR Support Services is provided: "1-800-544-THOR(8467)", "Monday - Friday 8:00 a.m. to 4:30 p.m. CST", and "e-mail: thor.support@thor.org". At the bottom, there is a copyright notice "© 1995 - 2007 Blue Cross and Blue Shield of North Dakota", logos for "Adobe Acrobat Reader" and "VeriSign Secured", and a "Notice" section stating "Information accessed through the computer system is confidential and for authorized users only. By". The browser's status bar at the bottom shows "Done", "Trusted sites", and "100%".

2. Use the username and password provided to you by Blue Cross Blue Shield of ND (BCBS).
 - To obtain a username and password visit www.thor.org and click on "Register online"

3. Click NDIIS icon to enter NDIIS.



4. Click "Yes"



5. From the Client Search screen, click on Provider Search to check to be sure that the lot number isn't already in your inventory.
 - If you have access to more than one provider, make sure the correct provider is showing in the lower right hand corner. If it is not, choose the correct provider from the drop down box.

North Dakota Immunization Information System

Client/Provider Lookup

Client Search Provider Search

Basic Search Expanded Search

Birth: Patient Acct No.: Search

First: Last: For 4895 - MERITCARE SW PEDIATRICS

Social Security No.: - -

Last Name	First Name	MI	Birth Date	Alias	Address	City	State
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New Inquire Clear

Prov: 04895 User: ndsdh-102

4895 - MERITCARE SW PEDIATRICS

6. This will bring up a list of providers.

North Dakota Immunization Information System

Client/Provider Lookup

Client Search Provider Search

Number	Name	City	Provider Type	Status
1	N.D. DEPT OF HEALTH	BISMARCK	OTHER PUBLIC	Active
2	SWDHU ADAMS CO	HETTINGER	PUBLIC HEALTH	Active
3	CITY-COUNTY HEALTH DISTRIC	VALLEY CITY	PUBLIC HEALTH	Active
4	LRDHU BENSON CO	MINNEWAUKAN	PUBLIC HEALTH	Active
5	SWDHU BILLINGS/GO VALLEY	BEACH	PUBLIC HEALTH	Active
6	FIRST DISTRICT - BOTTINEAU	BOTTINEAU	PUBLIC HEALTH	Active
7	SWDHU BOWMAN/SLOPE	BOWMAN	PUBLIC HEALTH	Active
8	FIRST DISTRICT - BURKE	BOWBELLS	PUBLIC HEALTH	Active
9	FIRST DISTRICT - WARD CO.	KENMARE	PUBLIC HEALTH	Active
10	BISMARCK-BURLEIGH PUB HLT	BISMARCK	PUBLIC HEALTH	Active
11	FARGO CASS PUBLIC HEALTH	FARGO	PUBLIC HEALTH	Active
12	CAVALIER CO HEALTH DIST.	LANGDON	PUBLIC HEALTH	Active
13	AVERA CLINIC	ELLEDALE	RURAL HEALTH CLINIC (RHC)	Active

New View Inactive

Prov: 04895 User: ndsdh-102

4895 - MERITCARE SW PEDIATRICS

7. Scroll down using scroll bar on side of list.

https://usertest.thor.org/ - NDIIS - North Dakota Immunization Information System - Windows Intern...

File View Options Help

ND North Dakota Immunization Information System

Client/Provider Lookup

Client Search Provider Search

Number	Name	City	Provider Type	Status
4884	JOHNSON CLINIC - RUGBY	RUGBY	RURAL HEALTH CLINIC (RHC)	Active
4885	TCC-VELVA	VELVA	OTHER PRIVATE	Active
4886	DAKOTA CLINIC-WAHPETON	WAHPETON	PRIVATE PRACTICE (INDIVIDUAL	Active
4887	PLAZA MEDICAL CLINIC	GRAFTON	OTHER PRIVATE	Inactive
4888	GOKAVI CLINIC	MOHALL	OTHER PRIVATE	Inactive
4889	KENMARE CLINIC	KENMARE	OTHER PRIVATE	Inactive
4890	REGIONAL MED CENTER	MANDAN	OTHER PRIVATE	Active
4891	KULM CLINIC	KULM	OTHER PRIVATE	Active
4892	W RVR HLTH SRV-N ENGLND	NEW ENGLAND	RURAL HEALTH CLINIC (RHC)	Active
4893	TRINITY COM CL W DAKOTA	WILLISTON	PRIVATE PRACTICE (INDIVIDUAL	Active
4894	DAKOTA CLINIC-JAMESTOWN	JAMESTOWN	PRIVATE PRACTICE (INDIVIDUAL	Active
4895	MERITCARE SW PEDIATRICS	FARGO	PRIVATE PRACTICE (INDIVIDUAL	Active
4896	GT PLNS FAMILY MED CTR	GARRISON	OTHER PRIVATE	Inactive

New View Inactive

Prov: 04895 User: ndsdh-102 4895 - MERITCARE SW PEDIATRICS

8. Highlight your provider number by clicking on it then enter it by clicking it again or clicking on view.

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File View Options Help

ND North Dakota Immunization Information System

Client/Provider Lookup

Client Search Help Provider Search

Number	Name	City	Provider Type	Status
4890	REGIONAL MED CENTER	MANDAN	OTHER PRIVATE	Active
4891	KULM CLINIC	KULM	OTHER PRIVATE	Active
4892	W RVR HLTH SRV-N ENGLND	NEW ENGLAND	OTHER PRIVATE	Active
4893	TRINITY COM CL W DAKOTA	WILLISTON	OTHER PRIVATE	Active
4894	DAKOTA CLINIC-JAMESTOWN	JAMESTOWN	OTHER PRIVATE	Active
4895	MERITCARE SW PEDIATRICS	FARGO	OTHER PRIVATE	Active
4896	GT PLNS FAMILY MED CTR	GARRISON	OTHER PRIVATE	Inactive
4897	Q&R CHILD & ADOL HLTH	BISMARCK	OTHER PRIVATE	Active
4898	FESSENDEN MED CENTER	FESSENDEN	OTHER PRIVATE	Inactive
4899	ALTRU CLINIC LAKEREGION	DEVILS LAKE	OTHER PRIVATE	Active
4900	MISSOURI SLOPE CLINIC	BEULAH	OTHER PRIVATE	Active
4901	MERITCARE CL-HILLSBORO	HILLSBORO	OTHER PRIVATE	Active
4902	ALTRU HLTH SYSTEM PEDS	GRAND FORKS	OTHER PRIVATE	Active

New View Inactive

Prov: 04895 User: ndsdh-102 4895 - MERITCARE SW PEDIATRICS

9. This brings up the Provider Information. Click on Lot Distribution.

The screenshot shows the NDIIS web application. At the top, the browser address bar displays 'https://usertest.thor.org/ - NDIIS - North Dakota Immunization Information System - Windows Intern...'. The page title is 'North Dakota Immunization Information System'. Below the title, there is a 'Client/Provider Lookup' section with a dropdown menu showing 'MERITCARE SW PEDIATRICS'. A row of icons is visible below the lookup section. The 'Provider Information' tab is selected, and the 'Lot Distribution' button is circled in red. Below the tabs, there are input fields for 'Name' (4895 - MERITCARE SW PEDIATRICS), 'Number' (04895), 'Address Information' (Mailing Address: 2701 - 13TH AVE SW), 'City' (FARGO), 'St' (NORTH DAKOTA), and 'Zip' (58103). A 'Contact Information' section is partially visible at the bottom.

10. This screen will list all the vaccine in your inventory.

- Make sure that you have the Include No Doses on Hand checked to see all the non-expired vaccine you have had in your inventory.

The screenshot shows the 'Lot Distribution' screen in the NDIIS web application. The browser address bar and page title are the same as in the previous screenshot. The 'Lot Distribution' tab is selected. Below the tabs, there are input fields for 'Name' (4895 - MERITCARE SW PEDIATRICS) and 'Type' (Inquiry). A table lists vaccine inventory with columns: Lot Number, Vaccine, Expiration, and On Hand. Below the table, the 'Include Expired Lots' checkbox is unchecked, and the 'Include No Doses on Hand' checkbox is checked and circled in red. The text 'Lots Found: 693' is displayed below the checkboxes. At the bottom, the 'Prov: 04895' and 'User: ndsdh-102' are shown.

Lot Number	Vaccine	Expiration	On Hand
0011U - Private	HPV-4	03/21/2009	2
0011U	HPV-4	03/21/2009	0
0018U	HAV (2 doses)	12/03/2009	16
0018u - Private	HAV (2 doses)	12/03/2009	-10
0023U	ROTAVIRUS (Rotateq)	09/22/2008	0
0023U - Private	ROTAVIRUS (Rotateq)	09/22/2008	8
0023u - Private	ROTAVIRUS (Rotateq)	09/22/2008	2
0026u - Private	ROTAVIRUS (Rotateq)	09/28/2008	10
0026U	ROTAVIRUS (Rotateq)	09/28/2008	-1
0029U	ROTAVIRUS (Rotateq)	10/02/2008	5

11. Vaccines can be ordered by Lot Number, Vaccine, Expiration, or On Hand by clicking at the top of any of the columns. Clicking repeatedly will switch them between ascending and descending.

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ND North Dakota Immunization Information System

Client/Provider Lookup MERITCARE SW PEDIATRICS

Provider Information Comments Lot Distribution

Name: 4895 - MERITCARE SW PEDIATRICS Type: Inquiry

Lot Number	Vaccine	Expiration	On Hand
1012F - Private	CHICKENPOX	11/30/2008	5
1103U	CHICKENPOX	07/13/2009	75
1103U - Private	CHICKENPOX	07/13/2009	-16
1093U	CHICKENPOX	07/13/2009	184
1093u - Private	CHICKENPOX	06/27/2009	-26
1085F - Private	CHICKENPOX	09/08/2008	-54
1154F - Private	CHICKENPOX	09/28/2008	-1
0533U	CHICKENPOX	03/27/2009	19
0533u - Private	CHICKENPOX	03/27/2009	-138
1066F - Private	CHICKENPOX	09/07/2008	1480

☐ Include Expired Lots
☒ Include No Doses on Hand
Lots Found: 729
Prov: 00001 User: ndsdh-102

12. If you already have the lot number in your inventory as a private lot, go to step 13 to adjust the number of doses on hand. **If lot numbers are not in the inventory, continue to number 18.**

- Lot numbers of privately purchased vaccine will say Private after the lot number.

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File View Options Help

ND North Dakota Immunization Information System

Client/Provider Lookup MERITCARE SW PEDIATRICS

Provider Information Comments Lot Distribution

Name: 4895 - MERITCARE SW PEDIATRICS Type: Inquiry

Lot Number	Vaccine	Expiration	On Hand
0011U - Private	HPV-4	03/21/2009	2
0011U	HPV-4	03/21/2009	0
0018U	HAV (2 doses)	12/03/2009	10
0018u - Private	HAV (2 doses)	12/03/2009	-10
0023U	ROTAVIRUS (Rotateq)	09/22/2008	8
0023U - Private	ROTAVIRUS (Rotateq)	09/22/2008	8
0023u - Private	ROTAVIRUS (Rotateq)	09/22/2008	2
0026u - Private	ROTAVIRUS (Rotateq)	09/28/2008	10
0026U	ROTAVIRUS (Rotateq)	09/28/2008	-1
0029U	ROTAVIRUS (Rotateq)	10/02/2008	5

☐ Include Expired Lots
☒ Include No Doses on Hand

13. Choose Adjust in the Type drop-down menu.

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ND North Dakota Immunization Information System

Client/Provider Lookup **MERITCARE SW PEDIATRICS**

Provider Information Comments **Lot Distribution**

Name: 4895 - MERITCARE SW PEDIATRICS Type: Inquiry

Lot Number	Vaccine	Expiration	
0011U - Private	HPV-4	03/21/2009	
0011U	HPV-4	03/21/2009	0
0018u - Private	HAV (2 doses)	12/03/2009	-10
0018U	HAV (2 doses)	12/03/2009	16
0023U	ROTAVIRUS (Rotateq)	09/22/2008	0
0023U - Private	ROTAVIRUS (Rotateq)	09/22/2008	8
0023u - Private	ROTAVIRUS (Rotateq)	09/22/2008	2
0026U	ROTAVIRUS (Rotateq)	09/28/2008	-1
0026u - Private	ROTAVIRUS (Rotateq)	09/28/2008	9
0029U	ROTAVIRUS (Rotateq)	10/02/2008	3

☐ Include Expired Lots
☒ Include No Doses on Hand
Lots Found: 729
Prov: 00001 User: ndsdh-102

14. Enter the actual number of doses currently in your inventory in Actual on Hand column.

- More than one lot can be adjusted at the same time.

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ND North Dakota Immunization Information System

Client/Provider Lookup **MERITCARE SW PEDIATRICS**

Provider Information Comments **Lot Distribution**

Name: 4895 - MERITCARE SW PEDIATRICS Type: Adjust

Trans. Date: 10/02/2007

Lot Number	Vaccine	Expiration	On Hand	Actual On Hand
0011U - Private	HPV-4	03/21/2009	2	
0011U	HPV-4	03/21/2009	0	
0018u - Private	HAV (2 doses)	12/03/2009	-10	10
0018U	HAV (2 doses)	12/03/2009	16	
0023U	ROTAVIRUS (Rotateq)	09/22/2008	0	
0023U - Private	ROTAVIRUS (Rotateq)	09/22/2008	8	
0023u - Private	ROTAVIRUS (Rotateq)	09/22/2008	2	
0026U	ROTAVIRUS (Rotateq)	09/28/2008	-1	
0026u - Private	ROTAVIRUS (Rotateq)	09/28/2008	9	
0029U	ROTAVIRUS (Rotateq)	10/02/2008	3	

☐ Include Expired Lots
☒ Include No Doses on Hand
Lots Found: 729
Prov: 00001 User: ndsdh-102

Adjust Cancel

15. Click on Adjust.

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ND North Dakota Immunization Information System

Client/Provider Lookup **MERITCARE SW PEDIATRICS**

Provider Information Comments **Lot Distribution**

Name: 4895 - MERITCARE SW PEDIATRICS Type: Adjust Trans. Date: 10/02/2007

Lot Number	Vaccine	Expiration	On Hand	Actual On Hand
0011U - Private	HPV-4	03/21/2009	2	
0011U	HPV-4	03/21/2009	0	
0018u - Private	HAV (2 doses)	12/03/2009	-10	10
0018U	HAV (2 doses)	12/03/2009	16	
0023U	ROTAVIRUS (Rotateq)	09/22/2008	0	
0023U - Private	ROTAVIRUS (Rotateq)	09/22/2008	8	
0023u - Private	ROTAVIRUS (Rotateq)	09/22/2008	2	
0026U	ROTAVIRUS (Rotateq)	09/28/2008	-1	
0026u - Private	ROTAVIRUS (Rotateq)	09/28/2008	9	
0029U	ROTAVIRUS (Rotateq)	10/02/2008	3	

☐ Include Expired Lots
☒ Include No Doses on Hand

Lots Found: 729

Prov: 00001 User: ndsdh-102

Adjust Cancel

16. A comment box will pop-up. Enter the reason that you adjusted the inventory. Be specific so that inventory changes can be tracked. Then click OK.

Comments

Type: ADJUSTMENT

Adjusting lot(s) due to: SHIPMENT RECEIVED

OK Cancel

17. New inventory is now showing. Continue to step 24.

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ND North Dakota Immunization Information System

Client/Provider Lookup **MERITCARE SW PEDIATRICS**

Provider Information Comments **Lot Distribution**

Name: 4895 - MERITCARE SW PEDIATRICS Type: Inquiry

Lot Number	Vaccine	Expiration	On Hand
0011U - Private	HPV-4	03/21/2009	2
0011U	HPV-4	03/21/2009	0
0018U	HAV (2 doses)	12/03/2009	16
0018u - Private	HAV (2 doses)	12/03/2009	10
0023U	ROTAVIRUS (Rotateg)	09/22/2008	0
0023U - Private	ROTAVIRUS (Rotateg)	09/22/2008	8
0023u - Private	ROTAVIRUS (Rotateg)	09/22/2008	2
0026u - Private	ROTAVIRUS (Rotateg)	09/28/2008	9
0026U	ROTAVIRUS (Rotateg)	09/28/2008	-1
0029U	ROTAVIRUS (Rotateg)	10/02/2008	3

☐ Include Expired Lots
☒ Include No Doses on Hand

Lots Found: 729

Prov: 00001 User: ndsdh-102

18. Click on Close icon to exit Lot Distribution.

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File View Options Help

ND North Dakota Immunization Information System

Client/Provider Lookup **MERITCARE SW PEDIATRICS**

Provider Information Comments **Lot Distribution**

19. Click on Open Systems Maintenance Tab

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File View Options Help

ND North Dakota Immunization Information System

Client/Provider Lookup

Client Search **Provider Search**

Number	Name	City	Provider Type	Status
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20. This brings up the Lot Maintenance Screen. Click on Add.

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File View Help

ND North Dakota Immunization Information System

Client/Provider Lookup System Maintenance

Lot Maintenance Vaccine Login Description

Lot Num: 0001H Lot Code: 34540

Manufacturer: MERCK

Vaccine: HIB (PRP-OMP) PedvaxHIB

of Vials: 150

Doses per Vial: 10

Cost per Dose: 6.86

Lot Type: NORMAL

Expiration Date: 05/11/1999

Add Change Smallpox Program

Prov: 04895 User: ndsdh-102

21. This will bring up the screen to add a new lot number. Fill in all blanks. Lot type must always be normal. Click Save. Repeat for each vaccine received.

See examples on next page:

- Example 1 is a multi-dose vial of IPV
 - Notice that the # of vials is 1 and the Doses per Vial is 10 which means there were 10 doses of this vaccine recieved
- Example 2 is a single-dose vial or syringe of Hep B vaccine
 - Notice that the # of vials is 200 and the Doses per Vial is 1 which means there were 200 doses of this vaccine received





Example 1:

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File View Help

ND North Dakota Immunization Information System

Client/Provider Lookup **System Maintenance**

Lot Maintenance Vaccine Login Description

Lot Num: 1030-4 Lot Code: 45090

Manufacturer: AVENTIS PASTEUR INC.

Vaccine: IPV

of Vials: 1

Doses per Vial: 10

Cost per Dose: 11.06

Lot Type: NORMAL

Expiration Date: 09/09/2009

Save Add Change Cancel Smallpox Program

Prov: 04895 User: ndsdh-102





Example 2:

https://usertest.thor.org/ - NDIIS - North Dakota Immunization Information System - Windows Intern...

File View Help

ND North Dakota Immunization Information System

Client/Provider Lookup **System Maintenance**

Lot Maintenance Vaccine Login Description

Lot Num: 1030-5 Lot Code: 45091

Manufacturer: GLAXOSMITHKLINE

Vaccine: HEPB (Preservative Free)

of Vials: 200

Doses per Vial: 1

Cost per Dose: 9.10

Lot Type: NORMAL

Expiration Date: 09/09/2009

Save Add Change Cancel Smallpox Program

Prov: 04895 User: ndsdh-102

22. Once the lot is saved, NDIIS automatically adds Private to the end of the lot. Click on Close icon to exit System Maintenance.

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File View Help

ND North Dakota Immunization Information System

Client/Provider Lookup **System Maintenance**

Lot Maintenance Vaccine Login Description

Lot Num: 1030-5 - Private Lot Code: 45091

Manufacturer: GLAXOSMITHKLINE

Vaccine: HEPB (Preservative Free)

of Vials: 200

Doses per Vial: 1

Cost per Dose: 9.10

Lot Type: NORMAL

Expiration Date: 09/09/2009

Add Change Smallpox Program

Prov: 04895 User: ndsdh-102

23. Repeat Steps 5 – 10 to see the new lots entered into the inventory.

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File View Options Help

ND North Dakota Immunization Information System

Client/Provider Lookup **MERITCARE SW PEDIATRICS**

Provider Information Comments **Lot Distribution**

Name: 4895 - MERITCARE SW PEDIATRICS Type: Inquiry

Lot Number	Vaccine	Expiration	On Hand
1013f - Private	HIB (PRP-OMP) PedvaxHIB	12/09/2008	-2
1013F - Private	HIB (PRP-OMP) PedvaxHIB	12/09/2008	1
1015F	HIB (PRP-OMP) PedvaxHIB	01/30/2009	15
1015F - Private	HIB (PRP-OMP) PedvaxHIB	01/30/2009	2
1030-4 - Private	IPV	09/09/2009	10
1030-5 - Private	HEPB (Preservative Free)	09/09/2009	200
1031D - Private	CHICKENPOX	01/27/2009	-32
1031U	CHICKENPOX	06/27/2009	17
1033f - Private	ROTAVIRUS (Rotateq)	07/04/2008	-24
1033F	ROTAVIRUS (Rotateq)	07/14/2008	1

☐ Include Expired Lots
☒ Include No Doses on Hand

Lots Found: 697

Prov: 04895 User: ndsdh-102



24. Click on Close icon to exit inventory.

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File View Options Help

North Dakota Immunization Information System

Client/Provider Lookup **MERITCARE SW PEDIATRICS**

Provider Information Comments **Lot Distribution**

Name: 4895 - MERITCARE SW PEDIATRICS Type: Inquiry

Lot Number	Vaccine	Expiration	On Hand
1013f - Private	HIB (PRP-OMP) PedvaxHIB	12/09/2008	-2
1013F - Private	HIB (PRP-OMP) PedvaxHIB	12/09/2008	1
1015F	HIB (PRP-OMP) PedvaxHIB	01/30/2009	15
1015F - Private	HIB (PRP-OMP) PedvaxHIB	01/30/2009	-2
1030-4 - Private	IPV	09/09/2009	10
1030-5 - Private	HEPB (Preservative Free)	09/09/2009	200
1031U - Private	CHICKENPOX	01/27/2009	-32
1031U	CHICKENPOX	06/27/2009	17
1033f - Private	ROTAVIRUS (Rotateq)	07/04/2008	-24
1033F	ROTAVIRUS (Rotateq)	07/14/2008	1

☐ Include Expired Lots
☒ Include No Doses on Hand

Lots Found: 697

Prov: 04895 User: ndsdh-102


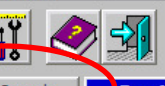
25. Click on Client Search to return to normal use.

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File View Options Help

North Dakota Immunization Information System

Client/Provider Lookup

Client Search Provider Search

Number	Name	City	Provider Type	Status
1	N.D. DEPT OF HEALTH	BISMARCK	OTHER PUBLIC	Active
2	SWDHU ADAMS CO	HETTINGER	PUBLIC HEALTH	Active
3	CITY-COUNTY HEALTH DISTRIC	VALLEY CITY	PUBLIC HEALTH	Active
4	LRDHU BENSON CO	MINNEWAUKAN	PUBLIC HEALTH	Active
5	SWDHU BILLINGS/GO VALLEY	BEACH	PUBLIC HEALTH	Active
6	FIRST DISTRICT - BOTTINEAU	BOTTINEAU	PUBLIC HEALTH	Active
7	SWDHU BOWMAN/SLOPE	BOWMAN	PUBLIC HEALTH	Active
8	FIRST DISTRICT - BURKE	BOWBELLS	PUBLIC HEALTH	Active
9	FIRST DISTRICT - WARD CO.	KENMARE	PUBLIC HEALTH	Active
10	BISMARCK-BURLEIGH PUB HLT	BISMARCK	PUBLIC HEALTH	Active
11	FARGO CASS PUBLIC HEALTH	FARGO	PUBLIC HEALTH	Active
12	CAVALIER CO HEALTH DIST.	LANGDON	PUBLIC HEALTH	Active
13	AVERA CLINIC	ELLEDALE	PRIVATE M.D.	Active

New View Inactive

Prov: 00001 User: ndsdh-102

1 - N.D. DEPT OF HEALTH